



CIS Frequently Asked Questions

What is the CIS retention requirement, and how do I draft a retention plan?

As part of CIS grant requirements, your agency is expected to develop a written retention plan detailing how you will retain the COPS funded officer positions for one full local set budget cycle at the conclusion of federal funding. Your agency is expected to submit this signed retention plan at the time of application. The retention plan must be on Department letterhead, and must demonstrate clear intent and planning (i.e. a funding source) for the retention of the requested COPS CIS officer position(s) at the conclusion of federal funding. Your top law and government executives must sign the retention plan.

Can the position I am applying for be used to replace an officer in our Department who is about to retire?

No. COPS in Schools funding must be used to hire new, additional School Resource Officers, over and above the number of sworn officers that your agency would fund with state or local funds in the absence of the grant (including other School Resource Officers). Your agency may not reduce its state or locally-funded level of sworn officers (including other school resource officers) as a result of applying for or receiving COPS in Schools grant funding.

For instance, if your Department currently maintains a sworn force of 10 officers, with one officer dedicated to the schools full-time, and you receive 1 additional officer through CIS, it is expected that your Department will then maintain a minimum sworn force of 11 officers total (10 existing + 1 CIS), with **two** officers dedicated to the schools full-time. This staffing level should be maintained for the life of the grant, as well as the retention period. If an officer leaves your Department (i.e. resignation, retirement, etc...), that position must be backfilled in a timely manner.

Are there a maximum number of positions that our agency can apply for?

The COPS Office imposes no limit on the number of positions your Department is allowed to apply for. COPS expects that your CIS funding request will be consistent with your Department's current staffing needs and resources. However, there is no guarantee that your request will be funded in full. In addition, COPS considers factors such as your officer to population ratio and municipal growth rates when determining how many positions to award.

If I am awarded a full-time officer under COPS in Schools, can numerous officers work in the schools for a combined total of 40 hours per week?

No. If you are awarded a full-time position under CIS, you must place one officer in and around the schools on a full-time basis.

Deadline:

**Applications must be
postmarked
on or before
June 16, 2000.**

**Remember to send an
Original and two copies
of all application
materials.**